



Missouri Division of Vocational Rehabilitation

Supported Employment Service Providers Agreement

January 1, 2006 to December 31, 2006

I. Purpose

A Supported Employment Service Provider, hereinafter called SESP, is defined as a community rehabilitation program under agreement with the Missouri Division of Vocational Rehabilitation (MDVR) to provide supported employment services on a fee for service basis to persons with the most significant disabilities and meets the following criteria:

- a. Is private or public not-for-profit
- b. Shows evidence that extended services support is available from funding sources other than Missouri Division of Vocational Rehabilitation after time limited training is completed.

The Missouri Department of Elementary and Secondary Education, hereinafter called DESE, has the authority to receive and expend vocational rehabilitation funds under the Rehabilitation Act of 1973, as amended, and 34 CFR 363 for the purpose of providing supported employment services.

Missouri Division of Vocational Rehabilitation and the term "agency," hereinafter, will be used synonymously.

- c. Is accredited by one of the following national organizations:
 - The Council On Quality And Leadership In Supports For People With Disabilities.
 - The Rehabilitation Accreditation Commission (CARF) in the area of Supported Employment (SE), or
 - Joint Commission On Accreditation Of Health Organizations (JCAHO)

New supported employment service providers that meet all other necessary criteria will be allowed a one year period of time within which they must make application for accreditation . . . IF there is not a supported employment provider meeting the needs of that area.

Until CARF accreditation is obtained, service will be limited to the geographic area where a need is determined. Services will be limited to supported employment as defined in this Agreement.

d. An SESP shall provide the following services:

1. Functional assessment;
2. Survey of businesses and assurance of potential community based assessment and work sites suited to the needs of the clients;
3. Analysis of all relevant job related variables, (i.e., transportation, job restructuring, tax credit for employers, etc.);
4. Provision of direct training at employment sites until employment standards have been achieved;
5. Development of an internal advocacy system;
6. Decrease job coach assistance within first 320 hours or three months;
7. Provision of long-term extended services support a minimum of twice a month with the individual or employer.

II. Duration of Agreement

This agreement shall remain in effect until December 31, 2006, unless terminated in accordance with Section III of this agreement.

III. Termination of Agreement

This agreement can be terminated by either party with 30 days written notice. VR may initiate such action if services have not been utilized within the last year, or if a vendor loses accreditation.

IV. Standards

The SESP assures that it meets or exceeds minimum standards for approval by DESE and as specified by The Council, CARF, or JCAHO.

All SESP's are required to participate in scheduled partnering reviews and comply with the agreed upon recommendations and action plans. You will be advised of the review date by the VR regional director.

V. Reimbursement for CARF Accreditation

Within 30 days of receipt, all SESP's must provide the VR Central Office with a copy of their accreditation survey (not just award certificate), regardless of whether reimbursement is allowed.

For stand-alone organizations that are not affiliated with a larger parent organization, MDVR will reimburse CARF accreditation fees per the following:

1. Agencies who become CARF accredited prior to becoming an MDVR approved vendor are not eligible to receive reimbursement.
2. MDVR will initiate the reimbursement process once accreditation verification has been received from CARF.
3. For organizations that have earned **\$40,000 or less** from MDVR during the last 12-month period, the maximum amount reimbursed by MDVR will be for ¹the initial application fee (\$850) and ² up to two surveyors for two days (\$1,200/day); i.e. \$5,650 . . . as shown in Example 1.

Example 1:

ABC Corporation earned \$20,000 from MDVR during the last 12-months. The maximum amount reimbursed by MDVR would be \$5,650.

4. MDVR will not reimburse an amount that exceeds what an organization has earned from MDVR during the last 12-month period . . . as shown in Example 2.

Example 2:

LMN Corporation earned \$500 from MDVR during the last 12-months. The maximum amount reimbursed by MDVR would be \$500.

5. For organizations that have earned **\$40,001 - \$80,000** from MDVR during the last 12-month period, MDVR will pay as shown in Example 3:

Example 3:

XYZ Corporation earned \$62,000 from MDVR during the last 12-months.

$2.5\% \times \text{number of } \$1,000 \text{ over } \$40,000 = \underline{A}$	$2.5\% \times 22 = 55\%$
$\underline{A} \times \text{MDVR maximum} = \underline{B}$	$.55 \times \$5,650 = \$3,107.50$
$\text{MDVR maximum} - \underline{B} = \text{Amount reimbursable}$	$\$5,650 - \$3,107.50 = \$2,542.50$

6. For organizations that have earned more than \$80,000 from MDVR during the last 12-month period, MDVR will not offer reimbursement.

VI. Order of Selection

MDVR is currently unable to provide services to all eligible individuals with a disability. A statewide order of selection has been implemented, and clients will be served based on the severity of their disability. In accordance to the following priority categories, individuals with the most significant disabilities will be selected first for the provision of vocational rehabilitation services.

Priority Category I: An individual with the most significant disability as defined.

Priority Category II: An individual with a significant disability as defined.

Priority Category III: An individual with a disability as defined.

Individual With The Most Significant Disability . . An individual with a significant disability who is seriously limited in three or more of the following functional areas:

- | | |
|-------------------|-------------------------|
| A. Self-care | E. Work tolerance |
| B. Communication | F. Work skills; and/or |
| C. Mobility | G. Interpersonal skills |
| D. Self-direction | |

Individual With A Significant Disability . . An individual with a disability who has:

1. A severe physical or mental impairment that seriously limits one or more functional capacities (such as mobility; communication; self-care; self-direction; interpersonal skills; work tolerance; and/or work skills) in terms of an employment outcome;

2. Whose vocational rehabilitation can be expected to require multiple vocational rehabilitation services over an extended period of time; and
3. Who has one or more physical or mental disabilities resulting from amputation; arthritis; autism; blindness; burn injury; cancer; cerebral palsy; cystic fibrosis; deafness; head injury; heart disease; hemiplegia; hemophilia; respiratory or pulmonary dysfunction; mental retardation; mental illness; multiple sclerosis; muscular dystrophy; musculoskeletal disorders; neurological disorders (including stroke or epilepsy); spinal cord conditions (including paraplegia or quadriplegia); sickle cell anemia; specific learning disability; end-stage renal disease; or another disability or combination of disabilities determined on the basis of an assessment for determining eligibility and vocational rehabilitation needs to cause comparable substantial functional limitation; or

NOTE: An applicant who is determined eligible for Social Security Benefits Title II (SSDI) or Title XVI (SSI-D) of the Social Security Act is considered eligible and, at a minimum, a person with a significant disability.

Individual With A Disability . . Any individual:

1. Who has a physical or mental impairment
2. Whose impairment constitutes or results in a substantial impediment to employment; and
3. Who can benefit in terms of an employment outcome from the provision of vocational rehabilitation service

VII. Civil Rights Compliance

The SESP must be in compliance with Title VI of the Civil Rights Act of 1964 and the Rehabilitation Act of 1973 as amended.

VIII. Affirmative Action

The SESP shall take affirmative action to employ and advance in employment qualified individuals with disabilities covered under, and on the same terms and conditions as set forth in, Section 503 of the Rehabilitation Act.

IX. Accessibility

The SESP assures compliance with the Architectural Barriers Act of 1968, with Section 504 of the Rehabilitation Act, as amended, and with the Americans with Disabilities Act.

X. Definitions

Supported Employment: Competitive employment in an integrated work setting with ongoing support services for individuals with the most significant disabilities . . .

- a. Competitive employment in an integrated setting, or employment in integrated work settings in which individuals are working toward competitive employment, consistent with the strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice of the individuals with ongoing support services for individuals with the most significant disabilities.
 - For whom competitive employment has not traditionally occurred or for whom competitive employment has been interrupted or intermittent as a result of a significant disability; and
 - Who, because of the nature and severity of their disabilities, need intensive supported employment services and extended services after transition in order to perform this work; or

Transitional employment for individuals with the most significant disabilities due to mental illness.

Competitive Employment means work:

- a. In the competitive labor market that is performed on a full-time or part-time basis in an integrated setting; and
- b. For which an individual is compensated at or above the minimum wage, but not less than the customary or usual wage paid by the employer for the same or similar work performed by individuals who are not disabled.

Integrated Work Setting means job sites where either:

- a. Most employees are not disabled; and
- b. The individual with the most significant disability interacts on a regular basis, in the performance of job duties, with employees who are not disabled; and
- c. If an individual with a most significant disability is part of a distinct work group of only individuals with disabilities, the work group consists of no more than eight individuals; or
- d. If there are no other employees or the only other employees are individuals who are part of a work group as described in letter "b" above, an individual with the most significant disability interacts on a regular basis, in the performance of job duties, with individuals who are not disabled, including members of the general public.

The interaction of this definition of “integrated work setting” may not be satisfied by contact between an individual with the most significant disability and individuals who provide on-going support services at the job site.

Federal Regulations identify integrated setting as:

- With respect to the provision of services . . . a setting typically found in the community in which applicants or eligible individuals interact with non-disabled individuals other than non-disabled individuals who are providing services to those applicants or eligible individuals.
- With respect to an employment outcome . . . a setting typically found in the community in which applicants or eligible individuals interact with non-disabled individuals, other than non-disabled individuals who are providing services to those applicants or eligible individuals, to the same extent that non-disabled individuals in comparable positions interact with other persons.

Ongoing Support Services means services that are:

- a. Needed to support and maintain an individual with the most significant disability in supported employment;
- b. Based on a determination by the MDVR of the individual’s needs as specified in an Individualized Plan for Employment (IPE); and
- c. Provided from the time of job placement until transition to extended services, and following transition, by one or more extended services providers throughout the individual’s term of employment in a particular job placement or multiple placements if those placements are being provided under a program of transitional employment.

On-going support services must include, at a minimum, twice-monthly monitoring at the work site of each individual in supported employment to assess employment stability, unless the IPE provides for off-site monitoring, and based upon that assessment, the coordination or provision of specific services, at or away from the work site, that are needed to maintain employment stability. If off-site monitoring is determined to be appropriate, it must, at a minimum, consist of two meetings with the individual each month.

Extended Services means on-going support services provided by a State Agency, a private non-profit organization or any other appropriate resource, from funds other than funds received from MDVR after an individual with significant disabilities has made the transition from State vocational rehabilitation agency support.

Transitional Employment means a series of temporary job placements in competitive work for persons with serious and persistent mental illness. The competitive work must be in an integrated work setting with ongoing support services for individuals with chronic mental illness. Transitional employment must include continuing sequential job placements until job permanency is achieved.

Job Coaching is:

- a. The provision of intensive on-the-job training that is necessary to teach the employee both the job duties and job-related responsibilities (i.e., transportation, co-worker relationships, taking breaks, etc.);
- b. The facilitation of supports at the work site;
- c. The provision of advocacy services for the client with employer, supervisor and co-workers to assure integration of the supported employee; and
- d. The provision of extended services that include spot-checking on performance, employer satisfaction, job coaching/training in new duties, and other responsibilities that assures job retention.

Supports is the process of focusing on existing community supports to enhance successful employment. Community supports include employer, residential, family, social, recreational, and transportation resources. At the work site, job coaching emphasis is given to teaching co-workers to provide support to individuals with the most significant disabilities. This approach promotes inclusion, allows for effective job coach fading, and increases the chance for job retention while reducing the need for outside ongoing extended services.

Job Carving: The systematic process of piecing components from one or more jobs at a workplace that when combined creates one new job position that a person with the most significant disability can perform.

Task Analysis: The systematic process of:

- a. Breaking a task down into its component responses;
- b. Listing these responses and the stimuli that should ultimately come to control them; and
- c. Identifying a criterion for each response

The overall purpose of task analysis is to facilitate training. This is done in two ways; first, by focusing trainer attention on the specific demands of a task, and second, by providing a simple, inexpensive method of collecting acquisition data during training.

XI. Description of Supported Employment Models

a. Individual Models

1. **Job Coach** - The job coach model establishes employment opportunities for individuals with the most significant disabilities in local industries or on a one-person/one-job basis on jobs at or above commensurate wages. A trained job developer develops the job in the industry and matches an individual to the job. A trained job coach provides employment services at the work site for an individual until he/she meets employer criteria and then provides long-term extended services to the individual and the employer for as long as such services are required. For purposes of this agreement, a trained job coach may not be an employer under this model, therefore not subject to billing by the SESP under their established individual job coaching rate.

2. **Supports Case Management** is the process of focusing on existing community supports to enhance successful employment. Community supports include employer, residential, family, social, recreational, and transportation resources. At the work site, job coaching emphasis is given to teaching co-workers to provide support to individuals with the most significant disabilities. Once employment has been obtained, natural supports services may include, but are not limited to . . . initial onsite support and job coaching . . . supervisor/co-worker negotiations . . . facilitation of non-agency staff in supporting the employee . . . consumer advocacy . . . coordinating “team” meetings regarding short and long range planning . . . coordination with employer on reasonable job accommodations . . . coordination of appropriate community resources impacting an individual’s employment success.

This service may be authorized in lieu of individual job coaching, but not concurrently with individual job coaching authorizations.

3. **Individual SE Model for Persons with Serious and Persistent Mental Illness** - Includes job coaching as appropriate and other support services, either at or away from the work site, that are necessary for a person who has a serious and persistent mental illness to remain employed. These support services may include case management, individual meetings, and group meetings related to enhancing job retention.

b. Group Models

1. **Enclave** - A supported employment enclave in the competitive labor market with an individual compensated at or above minimum wage maintains many of the benefits of integrated employment while providing the continuous, ongoing support required by some individuals for long-term success.

A small group of workers, of not more than eight, with the most significant disabilities are employed in a community setting managed by a specially trained supervisor. Within the enclave, payment for work performed is at or above minimum wage and is commensurate with pay to others within the host company doing the same type and amount of work. Persons with the most significant disabilities work alongside others doing the same work, although limited work abilities and behavioral needs may require that workers be situated in proximity of each other to enhance training and supervision. Workers with the most significant disability(ies) receive the same benefits as others in the company with respect to such procedures as working hours, lunch and break times, and performance evaluations.

2. **Mobile Crew** - As with the enclave model, the mobile crew provides the opportunity for continuous ongoing support while offering integrated employment. A small crew or sets of crews having one supervisor and not more than eight per crew perform work in regular industry. Payment for work is at or above minimum wage. Typically, the workers in a mobile crew perform service operations for organizations, businesses, and individual community members. The mobile crew approach has been successful in both rural and urban settings.
3. **Benchwork Model** - The benchwork model is designed to provide employment in a service agency which also functions as a business enterprise. Contract work is procured from firms and related industries at or above minimum wage. Individual workers receive intensive training and supervision on contract tasks.

Operated as small, single purpose, not-for-profit corporations, companies using the benchwork model provide employment and related services to up to eight individuals with the most significant disabilities. For a benchwork model to be considered, adequate integration must be assured.

c. For the purpose of MDVR, these models will be divided into two groups:

- **Supported Employment Individual** (SEI) job coaching, and
- **Supported Employment Group** (SEG) enclaves, mobile crews, and benchwork

XII. Provision of Service

MDVR may fund services under this program to any individual who:

1. Has been determined to be a person with the most significant disability(ies), and for whom competitive employment has not traditionally occurred or has been interrupted or intermittent as a result of the disability; and
2. Has been determined by assessment of rehabilitation potential, as defined in 29 USC §705 of the Act, to have:
 - a. The ability or potential to engage in a training program leading to supported employment;
 - b. A need for ongoing support services in order to perform competitive work, and
 - c. The ability to work in a supported employment setting

A. Initial Supported Employment Assessment - A supported employment assessment (SEA) should be provided prior to the development of an IPE. The assessment should include a brief case history with a description of the individual that includes pertinent medical, psychological, educational and vocational information. The assessment is also required to address the criteria necessary to determine a client's appropriateness for supported employment. These criteria are in four categories as follows:

Logistic:

- Transportation needs
- Availability of potential long-term extended services
- Schedule flexibility

Financial:

- Incentives (Need to work [Availability of SS work incentives])
- Disincentives (SSI, Medicaid, etc.)
- Employment incentives

Performance:

- Strength and endurance
- Work tolerance and speed
- Learning style and implications for job placement
- Functional application of academic skills, (e.g., reading, handling of money, time telling, etc.)
- Mobility
- Effects of medication on functioning

Culture:

- Job interests
- Challenging behaviors
- Residential setting and implications
- Family/caregiver support
- Expressive and receptive communication skills
- Appearance

The assessment and report shall:

- a. Support a determination that the individual has the ability or potential to engage in a program leading to supported employment, including the suggested number of hours per week the individual might be expected to work and the suggested type of employment the individual might be expected to pursue.
- b. Includes work experience at a minimum of three community based work sites for a minimum of four hours at each site unless one of the following exceptions occurs.
 1. The individual's disability precludes them from going to three sites.
 2. The individual's disability precludes them from being in any one given site for at least four hours.
 3. The individual has sufficient existing information from that or other SESP's which includes past community based assessment sites. If this situation occurs, a partial assessment may be appropriate.

The assessment report shall include the name and description of the community work sites and the number of hours the individual worked at each site.

- c. Include a support implementation plan.
- d. Name the long-term extended service funding source and the anticipated types of supports necessary. Supported employment training may not be authorized unless it is documented where funds will come from for extended services.

A staffing shall be conducted upon completion of the supported employment assessment and prior to the development of the IPE.

The staffing should include:

- Client
- VR counselor
- SESP Representative(s); (must be one who is knowledgeable of the client's strengths, weaknesses, potential, etc.)
- Parents or Guardian (if appropriate)
- Extended Service Provider Representative (if appropriate)
- DMH Case Manager (if appropriate)

The assessment is paid for with a flat fee and should be completed within **two months** for all clients. A partial flat fee will be paid for individual's referred by SESP to MDVR who are currently in another one of their programs. If a CRP has provided comprehensive vocational evaluation which included community based sites and information necessary in a support plan, then a supported employment assessment may be waived.

The first half of a full assessment fee is payable at the end of the first month and shall include a progress report. The remaining half is payable at the end of the assessment which includes the final assessment staffing and the final assessment report. Full assessments of less than one month in duration are payable at the end of the assessment (including final assessment staffing) and must be submitted with the final assessment report. Partial assessments are subject to the same requirements and are payable at the end of assessment. Any exceptions must be discussed and agreed upon by the counselor and SESP.

B. Job Development - Job development may be authorized after the functional assessment has been completed, a report submitted, and the staffing completed with a determination that supported employment services appear appropriate. Job development will be based upon a flat fee.

A monthly job development progress report shall be sent to the VR counselor. A final report of job development activities and a completed second half of the supports plan must be submitted with the final job development billing. For organizations that choose to provide weekly job development progress reports, a monthly report is not required.

1. Individual Models

- a. The first portion may be billed as job development is initiated and the balance may be billed when an individual has been placed on a job.
- b. Only the first increment of the fee shall be paid for an individual who initially sought individual job placement, but is later placed in a group program.

When an individual is placed as an employee of the SESP, a partial fee may be paid for the placement. An exception may be given for individuals who are placed within a different section of the service provider's larger parent organization. If both parties cannot agree on the placement fee, the district supervisor and regional manager will assist with the negotiation.

- c. A partial fee may be paid for jobs of less than ten hours per week. Any exceptions can be discussed and agreed upon by the counselor and SESP.
- d. If repeat job placement is necessary within a year of the last job development authorization that resulted in placement, a partial fee for job development should be authorized if the following conditions are met:
 - The individual's prior placement lasted at least four weeks
 - It appears the individual still has the potential to work competitively
- e. If an individual's placement lasts less than four weeks, it would be the responsibility of the SESP to continue placement services at no additional cost, unless the referring counselor is comfortable with negotiating a partial fee.
- f. If repeat job placement is necessary after a year of the last job development authorization that resulted in placement, a full fee should be authorized if the individual still appears to be competitively employable.
- g. A staffing shall be conducted quarterly for all individuals in job development who have not yet been placed on a job.

2. Group Models

- a. The first portion may be billed as job development is initiated and the balance may be billed when an individual has been placed.
- b. Job development is not billable for an individual placed initially in an existing group program.
- c. A partial fee may be paid for jobs of less than ten hours per week.

C. Task Analysis - Task analysis is allowed as needed by the job coach for a maximum of 16 hours, with or without the client at the work site after a job has been developed. The amount of billable hours for task analysis is the number of hours the client will be working per day times two days (i.e., a client working 4 hours a day would be allowed 8 hours of billable task analysis . . a client working 8 hours a day would be allowed 16 hours of billable task analysis.) Task analysis may be authorized concurrently with job development.

D. Supported Employment Individual Plan for Employment (IPE) - The IPE is developed after an appropriate job match has been developed, and following the staffing. In determining the appropriate number of hours of job coaching, consideration should be given to the functioning level of the individual and the number of hours the individual is to be employed. The counselor will authorize the number of hours anticipated for three months, not to exceed 320 hours.

A copy of the current IPE with addendums shall be provided to the service provider unless the SESP indicates otherwise.

E. Continuation of Supported Employment Services - The initial goal shall be for MDVR funding to terminate within 320 hours or three months, whichever comes first. If this is not going to occur and a request for extension is planned, the SESP will initiate a formal staffing to include the client, the VR counselor, appropriate SESP staff and, if possible, the employer, the extended service provider, and parent or guardian. If an employer is not present, there may be other documentation of his input for the need of additional services. Any service provided without prior written or verbal authorization by MDVR is the responsibility of the SESP.

The staffing is to evaluate the individual's progress, or lack of, toward the goal of competitive employment. Factors to be considered include: fading of job coaching, production, quantity and quality, number of hours worked each week, supports, employer satisfaction, appropriateness of job placement, continued availability of extended services provider. All continuations require VR counselor approval prior to any authorizations being issued beyond the initial three months. Justification by the SESP would be required for consideration. District supervisor should be consulted with any questions regarding request for continuation.

F. Reports - Reports applicable to all supported employment programs (i.e. assessment . . individual or group) shall be submitted to the referring VR counselor every four weeks and upon completion of the service.

Progress for clients in all four models, i.e. job coach, enclave, mobile crew and benchwork models, will be monitored through the Supported Employment Monthly Progress Report.

Progress reports for individual job coaches must show both the number of hours client worked and the number of hours job coach has spent at the job site.

The SESP shall utilize the Supported Employment Monthly Progress Report to monitor the progress of each client placed in an individual SE model for persons with serious and persistent mental illness, an enclave, a mobile crew, or a benchwork model. The guidelines for the monthly progress report describe the methodology used to determine when up-front VR funding shall cease and ongoing support will take over. These guidelines include specific goals and objectives for the client and the projected amount of time it will take the client to reach a satisfactory level for each. When the client reaches a satisfactory level, ongoing support will begin. Each monthly progress report shall address the implementation of the natural support plan.

G. Extended Services / Follow Along - Extended services for persons in supported work programs must be planned prior to the approval of a supported work plan. In job coach models, long term support services should be provided when a person's SE plan has gone for nine months, or the client only requires job coaching services 25% of the work time, whichever comes first.

In individual SE models for persons with serious and persistent mental illness, enclaves, mobile crews, and benchwork models, long term support services should be provided when the SE plan has gone for nine months or when the client reaches a satisfactory functioning level according to goals and objectives outlined in the Supported Employment Monthly Progress Report.

In addition, an individual should be employed with an IPE-determined number of hours at the time of transition to extended services. If the client has not achieved the 25% job coach level within nine months, then funding for the job coach by MDVR will be discontinued and the decision for case closure by MDVR will be made on an individual basis.

H. VR Case Closure - VR case closure will occur when a client of supported employment services reaches a point of job stability for a period of 90 days. Indicators of job stability are:

- Employer satisfaction
- Integration has been achieved
- Long term extended service has been initiated; and
- An individual should be employed with an IPE-determined number of hours per week during the pay period in which closure occurs.
- This concurrent closure time frame should be a collaboration between VR counselors and SESP.

Funding from the long term extended service agency or resource must be provided at the point of job stability and resulting MDVR case closure, as MDVR involvement ends at case closure.

I. Community Employment Services (CES) - is time-limited vocational services with an emphasis on individualized and community based programming that may include initial assessment, job readiness, job development and short-term job coaching (100 hours or less). Depending on the needs of the individual, a person may receive any or all of the services. Assessment may include community employment sites as well as light pencil and paper testing. Job readiness and job development may include job seeking skills instruction, job placement and onsite task analysis. During job coaching an individual may be trained at one site and upon completion of programming placed at another job site; or an individual may be placed and trained in the actual job they will be working at upon completion of training. In either situation the services are time limited and, at the conclusion of training, the individual is expected to be working competitively without the need of ongoing supervision other than that provided by the employer. Extended services are not required. CES is not an alternative to supported employment and must not be utilized for individuals with the most significant disabilities.

CES assessment and job development should be authorized in accordance with the same guidelines for supported employment as outlined earlier in this agreement. If job coaching is going to be provided, a support plan must be developed.

XIII. SESP Fee Schedule

All supported employment services to be provided for VR clients will appear on the “SESP Fee Schedule.” The VR Central Office will develop the fee schedule from information provided by the SESP. This information is the only guide the VR counseling staff is permitted to use in writing authorizations. The following information must be provided for the fee schedule:

- SESP = Name . . . address . . . phone . . . TTY . . . fax . . . e-mail . . . website
- Name and title of Administrator, i.e. president, CEO or executive director
- 9-digit Federal Tax ID
- Referral/authorization contact person
- Holidays
- List of counties served in supported employment
- Type of services
- Outline and brief description for each program
- Cost analysis must be submitted for a new service or change to an existing program

The official fee schedule will be developed from the above information and finalized with the SESP. Information will then be entered onto the VR Fee Schedule database for access by VR district offices.

All requests for change in the fee schedule must be submitted in writing to the regional manager no less than 30 days prior to the expected change.

Approving fees for new programs and their subsequent fee increases will be based partially upon information furnished by the SESP on a “cost analysis” worksheet. Addition of new SESP programs, services, or expanded geographic areas of coverage will be submitted to the director of community resources and transition for consideration. Fee increases will be granted no sooner than 12 months from the last fee increase.

The VR Central Office shall formally notify the SESP of the Division’s approval or disapproval of the proposed program or services.

If the SESP chooses to discontinue an MDVR approved program or service, the SESP shall notify the regional manager in writing no less than 30 days prior to the expected closing date.

In addition, the SESP must make arrangements for transfer of services. The regional manager is to be advised of those arrangements in writing.

XIV. Annual Cost of Living Adjustment

Based on availability of funds, MDVR will consider implementing an annual cost of living adjustment based on the Consumer Price Index-Urban (CPI-U) rate.

If an adjustment is awarded, it will be applied to all core services shown on the current SESP Fee Schedule. (Cost analysis will not be required).

Items not considered a core service, and not eligible for a COLA adjustment include, but are not limited to: books/supplies . . fees . . meals . . residential housing . . tools . . uniforms.

If an adjustment is awarded, services provided prior to the date increase is effective will be paid at the existing rate . . services provided after the effective date will be paid at the newly calculated rate based on the CPI-U.

An annual cost of living adjustment is not automatic. It will be awarded only as funds are available.

XV. Authorizations

At the time of referral of the client to the SESP by MDVR, the VR counselor must provide the SESP with the following:

- a. The information necessary to complete the Missouri CRP/SESP Referral Form.
- b. Pertinent medical, and/or psychological information relating to the disability.

- c. Client Questionnaire, Initial Intake Interview RC, Eligibility Statement, Significantly Disabled classification form with functional capacities, and health questionnaire.
- d. A copy of the current Individual Plan for Employment (IPE).

An official authorization for assessment must be prepared and issued to the SESP prior to or simultaneously with the beginning date of assessment services.

Following the assessment staffing, if supported employment services are agreed upon by the client and counselor, an authorization for job development and task analysis may be issued prior to or simultaneously with the beginning of job development services.

When a job has been developed for an individual, the VR counselor must provide the SESP with a copy of the current IPE and the IPE supplement for supported employment training, as well as an authorization for training services.

Authorizations for services should be prepared and issued to the SESP before a VR sponsored client can be provided services. MDVR may not be responsible for any charges from an SESP for services provided prior to the starting date shown on the Authorization (form MO 500-0003). The authorization should be made either simultaneously with, or prior to, the provision of any service. Any exception must be discussed and agreed upon by the counselor and/or district supervisor with the SESP.

If there is an increase in fees, the pre-existing authorization will be valid until all units have been used or until the ending date of the authorization expires, whichever comes first.

The Authorization is considered to be a contract for provision of services between the SESP and the MDVR.

XVI. Terminations

During the course of the client's program at the SESP, it may become necessary to terminate his/her program. Termination can be initiated by the SESP and/or the VR counselor. A client may be terminated for failure to comply with the SESP's policies and procedures. A client may also be terminated for failure to meet the requirements set forth in the client's IPE. A client may also choose to self-terminate. Any decision to terminate a client's authorized program prior to scheduled completion date requires formal notice by the initiating organization. The initiating organization shall notify the other party by telephone or in person as soon as possible and provide written notification within two working days of the termination.

XVII. Cancellation

If only a portion of the fees is used, the remaining balance must be canceled.

Cancellations are the responsibility of the VR counselor. When a SESP enters the notation on an invoice, "Final Billing," the cancellation will be handled internally by VR.

When a client is not in training for four consecutive weeks and there is no additional billing needed, the SESP should contact the counselor to initiate cancellation for the balance of the Authorization.

XVIII. Billing

Supported employment service providers are to submit bill forms at the end of each four-week period, or each month. If a client's program is completed or interrupted, a shorter billing period may be used. Only services that are on an Authorization, and provided between the beginning and ending dates of the Authorization are to be billed. Bills may be submitted for payment using the VR Facility/SESP invoice or the VR Authorization. All copies must be signed by an official of the SESP. There must be the signature of an SESP official, but will not require the client's signature.

Bills are to be sent to the VR office whose address appears at the top of the Authorization. Monthly Progress and Attendance Reports must accompany each billing and be signed by the client, if appropriate. The dates of billing must agree with the dates of the Monthly Progress and Attendance report.

An accurate log must be kept by the SESP showing the time each SESP direct service employee spends with a client (for job coaching only). The log must break down the amount of time spent with each client separately.

Billable job coaching units are primarily for services provided at the work site. Exceptions, i.e. transportation, must be approved by the VR counselor/district supervisor.

XIX. Maintenance and Transportation

Depending on an individual client's financial need, maintenance and/or transportation may be issued to them while they are being assessed or receiving training. Many clients in supported employment programs will not meet financial need because they will be receiving a salary while they are being trained on a job. However, it may become necessary on occasion for a VR counselor to issue maintenance and/or transportation to a client.

A SESP which agrees to provide maintenance and/or transportation to a client will receive an Authorization indicating the amount and rate of maintenance and/or transportation to be paid and the period for billing to be used by the SESP.

At the end of four weeks, the SESP may bill in arrears for fees and bill in advance for maintenance and/or transportation in the amount equal to maintenance/transportation issued to the client during the previous billing period.

In the final billing the SESP may bill for fees. Maintenance and transportation not issued to the client can either be refunded to VR or applied against the final bill for the client. Any credit must be shown on the bill.

Maintenance will only be paid if the client is relocating more than 45 miles from their domicile. Exceptions may be made by the VR district supervisor if the individual will suffer economic hardship.

If a SESP advances maintenance and/or transportation monies to a client and the client is terminated by either the SESP or MDVR, the SESP is not expected to absorb the money advanced. It may bill for this.

In order for the VR Accounting department to understand that it is payable, the SESP must write on the final invoice, "Maintenance and/or transportation has/have been advanced and the client terminated early."

XX. CRP / SESP Consumer Satisfaction Survey

A Consumer Satisfaction Survey should be completed by every consumer receiving services at the SESP.

For the time period January 1 through December 31, a report should be compiled based on the responses received (surveys sent but not returned should not be included when figuring your percentages).

For each location (satellite) shown on your SESP Fee Schedule, ONE percentage figure should be reported for each of the following:

1. Services have helped or will help me get a job.
2. Pleased with services and would recommend to others.
3. Overall satisfaction

No other consumer satisfaction information should be sent. Consumer Satisfaction Report must be submitted to the VR Central Office by January 15 of each year.

XXI. Financial Records

The SESP agrees to maintain financial records in accordance with generally accepted accounting principles as prescribed in Office of Management and Budget (OMB) Circular A-110, "Uniform Administrative Requirements or Grants and Agreements with Institutions of Higher Education, Hospitals and other Nonprofit Organizations."

XXII. Audits

The SESP agrees to provide an annual audit of its financial records in compliance with OMB Circular A-133, "Audits of State and Local Governments, and Non-Profit Organizations."

In addition, 34 CFR 74.174 (also known as **E**ducation **D**epartment **G**eneral **A**dministration **R**equirements or **EDGAR**) requires nonprofit organizations to comply with the cost principles stated in OMB Circular A-122, "Cost Principles of Nonprofit Organizations."

The audit is to be performed by an individual or firm licensed by the Missouri State Board of Accountancy, in accordance with generally accepted auditing standards as promulgated by the American Institute of Certified Public Accountants and Government Auditing Standards as promulgated by the Comptroller General of the United States (also referred to as the "Yellow Book.")

The audit report package shall include the auditor's report on the financial statements, the financial statements, notes to the financial statements, the Schedule of Federal Financial Assistance, the auditor's report on internal controls, the auditor's report on compliance, the auditor's report on the Schedule of Federal Financial Assistance, a copy of any written audit findings shared with management and the management letter. The audited financial statements shall also include a schedule of direct and allocated indirect costs and revenues by program for all services rendered by the SESP.

Title VI B Supported Employment Program monies are 100% federally funded. The Catalog of Federal Domestic Assistance (CFDA) number is 84.187A.

However, monies for supported employment services are also provided by the Basic Support Program which is 78.7% federally funded. The State of Missouri provides the required 21.3% match. The CFDA number is 84.126A.

The SESP shall make available all records, documents, reports and data to DVR and/or the Missouri State Auditor as deemed necessary for the proper administration of the program.

XXIII. Federal Compliance

This agreement and its attachments will serve to meet the following federal requirements listed under 34 CFR 363.50.

- a. A designated state unit must enter into one or more written cooperative agreements or memoranda of understanding with other appropriate state agencies and private nonprofit organizations to ensure collaboration in a plan to provide supported employment services to individuals with a significant disability.
- b. A cooperative agreement or memorandum of understanding must, at a minimum, specify the following:
 - 1. The training and traditionally time limited post-employment services to be provided by the designated state unit with funds received under this part.
 - 2. The extended services to be provided by the other state agencies and private nonprofit organizations, following the termination of time-limited services under this part.
 - 3. The estimated funds to be expended by the participating party or parties in implementing the agreement or memorandum.
 - 4. The projected number of individuals with a significant disability who will receive supported employment services under the agreement or memorandum.

XXIV. Liability

The SESP shall carry adequate insurance for general liability and automobile liability coverages.

Supported Employment Service Providers Agreement

Effective
January 1, 2006 to December 31, 2006

This agreement made and entered into on _____ by and between the
Missouri Department of Elementary and Secondary Education
Division of Vocational Rehabilitation and

SESP Name

APPROVED AND ACCEPTED BY:

SESP Name	Signature VR Official
SESP Address	Signature VR Official
Signature SESP Official	Date
Title	Vocational Rehabilitation 3024 Dupont Circle Jefferson City MO 65109
Date	